

How To: View and Edit The Location Code Table

Note: The following will show you how to use and edit your TMS **Location Code Table**. Occasionally a location code that *is* present in your country STL data will *not* be present in your Location Code Table. In order for TMS to be able to do the Invitational Travel Order, you must add the missing location code.

Viewing and Editing Location Table Data

The Location Table database provides a table of **Location Codes** for all military service schools and training locations.

Note: Many TMS users have experienced difficulty in doing **Invitational Travel Orders** because the **Location Code** entered by SATFA, NETSAFA, and AFSAT in the **STL data** *is not* contained in the **Location Table database**. To do an ITO, TMS *must* be able to find the Location Code in the Location Table database in order to print out the name and address of the training location in the ITO. Consequently, be sure to edit the Location Table and add any location codes that show up in the STL data but are not contained in the Location Table. It is quite simple to do this.

Click on **Location Codes** from the **View Menu**.

LOCATION TABLE				
LOC	IA	SCHOOL	LOCATION	SAN USER ID DDN ADDRESS
B01	B	U.S. ARMY MED MATERIEL AGENCY	FREDERICK, MD 21701-5001	
B03	B	HHC 1ST SFG(A)	FT LEVMS, VVA 98433-7000	
B04	B	USA MEDDAC	FT BRAGG, NC 28304-5000	
B05	B	10TH MTN DIVISION	FORT DRUM, NY 13602-5000	
B06	B	COMBAT CONTROL SCHOOL	POPE AFB, NC 28308	
B07	B	TEXCOM-SOTDD	FORT BRAGG, NC 28307-5000	
B08	B	US ARMY PARACHUTE TEAM	FORT BRAGG, NC 28307-5000	
B12	B	LEXINGTON BLUEGRASS ARMY DEPOT	LEXINGTON, KY 40511-5101	
B13	B	HQ 25TH INFANTRY DIV (LT)	SCHOFIELD BARRACKS, HI 96857	
<div>Add Del Edit Find Loc Find Location Quit</div>				

Click on **Add**, **Delete**, or **Edit** to add, delete or change a Location Table data entry.

Enter the new **Location Code** data or edit the old data as needed.

IA	B	LOC	B12	LOCATION	LEXINGTON KY 40511-5101
SCHOOL	LEXINGTON BLUEGRASS ARMY DEPOT				
<div>Undo Details Save/Quit</div>					

Click on **Find Loc**, type in the desired **Location Code** (i.e. WPT for DISAM at Wright-Patterson AFB), and click on **OK**. Or,

Location Code	
wpt	
OK	Quit

Click on **Find Location** and enter a word that you would expect to find in the location field of the location table data (i.e. *Benning* for Ft Benning GA).